ANNUAL REPORT

Department of Special Collections

1 July 1962 - 30 June 1963

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PART I: STATISTICAL REPORTS

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COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Special Collections Year 1962/63

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July			1. Bks.: 1,041 2. Mss.: 2,032		3,073	0
August			1. Bks.: 708 2. Mss.: 914		1,622	2
September			1. Bks.: 344 2. Mss.: 325		669	13
October			1. Bks.: 749 2. Mss.: 508		1,257	0
November			1. Bks.: 1,081 2. Mss.: 786		1,867	0
December			1. Bks.: 1,056 2. Mss.: 925		1,981	4
January			1. Bks.: 854 2. Mss.: 752		1,606	0
February			1. Bks.: 860 2. Mss.: 203		1,063	3
March			1. Bks.: 972 2. Mss.: 1373		2,345	5
April			1. Bks.: 948 2. Mss.: 1284		2,232	4
May			1. Bks.: 619 2. Mss.: 1,899		2,518	0
June			1. Bks.: 448 2. Mss.: 860		1,308	0
TOTAL (Final)			Bks.: 9,614 Mss.: 11,927		21,541	28

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COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1962/63

Department: Special Collections Reported by: _____ Date: June 1963

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS	213,009	2436 ~~2395~~	1121	214,324
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXX
College Catalogs				
Maps and charts in cases				780ca.
Music scores				
Newspapers				
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				11,300 ca.
(Bookdealers &auction house) "Accessible," but uncataloged (types normally cataloged, not listed above)	63,442 ca.	700	2072	61,570ca.
Deposit material	2851 v. ca.	9		2860 v. ca.

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS				
Reports for bachelor's degrees				384 v.
Master's essays	3881v.	94v.		3975 v.
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music (deposit)				6 boxes 37 volumes
Books, ~~journals~~, diaries, etc.	4761v.	31v.		4792 v.
Other (please specify)				
~~Manuscript Collections~~	358	16		404 ~~374~~
~~Cuneiform tablets~~				ca. 500
3. MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm				535 reels
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films				5 reels
Phonograph records	295 ca.	61		356 ca.
Slides				
Tape recordings (spool, reel)	165 reels ca.			165 reels ca.
Other (please specify)				
5. OTHER MATERIALS				
Broadsides				2,000 ca.
Leaflets (4 pages or less)				
Maps, Charts (in sheets)				1,169 ca.
Memoirs (Oral History)				701 v.
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.				5 file drawers
Tests				
Other (please specify)				
				C1(663)5C

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Columbiana Year 1962-63

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July			65		65	20
August			155		155	34
September			24		24	20
October			97		97	18
November		6	105		111	18
December			85		85	13
January		4	93		97	22
February			87		87	16
March		27	186		213	35
April		9	176		185	23
May		51	122		173	67
June			57		137	80
TOTAL (Final)		97	1252		1349	366

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COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1962/63

artment: Columbiana Reported by: Alice H. Bonnell Date: June 30, 1963

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
BOOKS, PERIODICALS AND PAMPHLETS	13,109	21	42	13,088
Processed by Cataloging Div.		Supplied by Cataloging Div.		
Multiple copies withdrawn by Departments	XXXXXXXXXXX	XXXXXXXXX		XXXXXXXXXXXX
College Catalogs				
Maps and charts in cases				
Music scores				
Newspapers				272 v.
Pamphlets (see also Sec. 5)				
Prints, etc., in cases				
Technical reports				
Trade (manufacturers') catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)				ca. 2,000 (duplicates)

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS				
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations (include only those not handled by Cat. Div.)				
Music (Varsity Shows)				2 V.F. drawers
Books, letters, diaries, etc.				271
Other (please specify)				
Manuscript Collections				10
Original drawings				228
3. MICROTEXT (Include only those not handled by Cat. Div.)				
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films				
Phonograph records				50
Slides				
Tape recordings (spool, reel)				
Other (please specify)				
5. OTHER MATERIALS				
Broadsides				55
Leaflets (4 pages or less)				
Maps, Charts (in sheets)				74
Memoirs (Oral History)				
Memorabilia				ca. 3,000 ~~cs.~~ 48 V.F. drawers 655 corres. bx.
Newspaper Clipping File				
Pamphlets (uncat.) (Faculty pubs.)				ca. 7650
Photographs (framed)				143
Pictures, prints, drawings, etc.				5 V.F. drawers 25 corres. bxs.
Tests				
Other (please specify)				
Scrapbooks				68
Press releases				3 V.F. drawers
				C1(663)5C

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Library Russian Archive (Special Collections

Year 1962-63

Month	General Circulating Material	Restricted Circulating Material	Non-Circulating Material	Rental	MONTHLY TOTAL	Inter-Library Loans
July			243		243	
August						
September			65		65	
October			167		167	
November			190		190	
December			80		80	
January			80		80	
February			101		101	
March			142		142	
April			110		110	
May			159		159	
June			110		110	
TOTAL (Final)			1452		1452	

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PART II GENERAL

A. Development and Maintenance of the Collections

A-1: Purchases.

During the report year Special Collections expended $29,453.25 for books, manuscripts, collections, and miscellaneous services such as appraisals, photocopy, and the like (see Table I). The expenditures resulted in the acquisition of 187 printed books, 29 manuscripts (including letters, documents and book manuscripts), and 5 collections. By far the greater part of the funds expended were from special gift and endowed accounts.

A-2: Gifts.

For the second successive year, gifts of printed and manuscript materials to Special Collections have exceeded $100,000 in value. During the report period there were 76 such gifts, appraised or estimated at $114,495.50. Many of these gifts involved materials of outstanding scholarly interest, but because they have been, in every instance, noticed in some detail in the "Our Growing Collections" section of Columbia Library Columns, there is no need to list them here. Suffice it to say that, over the past decade, gifts have totalled more than two-thirds of a million dollars in value ($693,717.00); for the previous decade (1943-53), the value of gifts was just over a quarter of a million dollars ($276,457.00). (See Table II.)

A-3: General remarks.

In the past year the count of printed works in Special Collections showed a net gain of 1215 items (2395 added, 1121 removed); our total count now stands at 214,324. This is, of course, exclusive of non-book manuscripts, the total of which can only be roughly estimated. On January 15, 1962, we guessed the total to be ca. 720,000 pieces--adding that this figure does not take adequate account of several especially massive collections such as Carnegie, Pacific Relations, etc.

Table I: Purchase of Materials, 1962-3

Fund	Books	Mss	Collections	Appraisals	Misc	Total
293 Gen'l Income	42 1,181.75	2 350.00		8 500.00	1 (photo-copy) 5.00	$ 2,036.75
4-293 Bancroft Endowed	75 2,035.45	17 374.50	3 12,500.00	5 405.00	7 (photo-copy) 71.05	15,386.00
482 Smith Endowed	6 510.00	6 3,735.00				4,245.00
484 Ulmann Endowed	10 583.00					583.00
497 Lodge Endowed	46 4,564.00					4,564.00
533 Friends Gift	6 1,045.00	4 602.50	1 200.00		2 (photos) 16.00	1,863.50
558 Coykendall Gift			1 500.00			500.00
588 Thorndike Gift	2 275.00					275.00
Total	187 $10,194.20	29 $5,062.00	5 $13,200.00	13 $905.00	$92.05	$29,453.25

Table II: Gifts to Special Collections, 1953/4 - 1962/3

	Ind. Gifts	Value	Av. Value
1953-4	72	$ 21,889.57	$ 304-
1954-5	50	35,448.-	709-
1955-6	60	27,747.85	457-
1956-7*	48	53,112.50	1,107-
1957-8	55	61,018.25	1,109-
1958-9	58	36,259.15	625-
1959-60	64	97,533.35	1,524-
1960-1	59	77,704.90	1,317-
1961-2	77	168,507.90	2,188-
1962-3	76	114,495.50	1,507
10-Year Total	619	693,716.97	1,121-

*(N.B.: Does not include 81 money gifts for Jay project, totaling $59,135.85)

1943-53	240	276,457.00	1,152-
1939-43 (4 yrs.)	72 (av. 18)	51,553.00 (av.$12,888)	716-
24 Year Total	931 (av. 39)	1,021,726.97 (annual av. 42,572)	1,097-

Our present feeling is that an item by item count, is such were possible, would probably bring the total to more than a million.

Our non-book manuscripts are subdivided into specific "collections", of which we now have 364, including 16 that have been added during the year. These collections range in size from a few score pieces (e.g., letters of Mark Twain to Mary Benjamin Rogers) to many thousands (e.g., Institute of Pacific Relations papers).

B. Bibliographic Controls

B-1: Printed Books.

In the report period a total of 2918 books were cataloged for Special Collections, of which 1397 were current acquisitions. The remaining 1521 were past acquisitions, selected from the backlog of more than 60,000 printed items in Special Collections still awaiting cataloging.

This, of course, does not take into account the many thousands of works in the General Stacks which should be transferred to Special Collections, or the perhaps equally large number of books that ought to be removed from our shelves.

In this regard, it should be noted that a preponderance of the books awaiting cataloging or transfer to this department are early books--that is, works printed before 1800. However, only one part-time cataloger is available to handle such materials.

B-2: Manuscripts.

Thirty-one early book-manuscripts were cataloged during the year--fifteen by the Cataloging Department staff and sixteen by the Special Collections staff.

Much more spectacular are the achievements in processing non-book manuscripts, in which work, as we have often noted, nearly everyone in the Special Collections department has some part. In the past year over 5700 individual letters and documents in some 30 different "collections" were cataloged--all within the department. This is a most notable achievement, considering that it has been done only

when more pressing reader services duties permitted. Even so, it is far surpassed in significance to readers by our progress in establishing bibliographic control over the many immense files of institutional papers that have come to us in recent years--the Carnegie Endowment for International Peace, the Institute of Pacific Relations, the Citizens Union, the Spanish Refugee Relief Organizations, and the like. In his report that accompanies the present one (Appendix A) Mr. Kenneth Lohf outlines the methods used for such collections. The end product has been the provision of access records for tens of thousands of items that would have had to wait almost indefinitely for complete individual cataloging.

B-3: Columbiana

Columbiana is mentioned in this part of the report because, over the past four years, most of our effort in that division has been aimed at bringing the materials housed there under bibliographic control. Other desirable results have also been achieved (persuading Miss Bonnell to accept appointment as Curator was one of the most notable), but the establishment of order and records has brought outspoken compliments from our readers and visitors.

So it is a source of real satisfaction to be able to report virtual completion of the reorganization of the Columbiana collections. (See report of the Curator, Alice Bonnell, Appendix C.) Manuscript collections that have more usefulness to general than to Columbia history per se have been transferred to a special section of Deck 14 of the Special Collections stack; only the Butler and Chandler papers remain to be so transferred, and it is expected that this will be effected before the summer is over. (In this connection, Miss Bonnell has surveyed all of the materials that have, over the years, been stored in the Low Rotunda balconies, Room 10 in the sub-basement, the vault in Room 104, and in various other nooks and crannies in Low, including the stacks of the former Mathematics Library. Nearly all of the materials properly the responsibility of Columbiana have been brought to Room 110 and the adjacent stackroom, 109, although some work still remains to be done in Room 10 and in one of the balconies.)

The archival files of doctoral dissertations and masters' essays have also been transferred to Special Collections. The Columbiana rooms have been refurbished and largely refurnished (chiefly by means of funds presented to the University for the purpose); this has involved the removal of two standing exhibit cases that formerly divided the room. The items of memorabilia have been adequately listed for the first time. Considerable amounts of non-Columbiana material have been surveyed for assignment to other parts of the Libraries, or for disposal otherwise. A staffing pattern that should achieve all reasonable and immediate objectives for the division has been established.

In all ways, then Columbiana has become an efficient, pleasing, well-operated unit of the Libraries and the University--one of which we may all be justly proud.

B-4: The Russian Archive.

Mr. Lev Magerovsky, Curator of the Russian Archive, reports "a very good year" (see Appendix D). In the acquisition of new materials and in the scholarly use of the materials, 1962-63 was a year of great activity.

Early in January the Director of Libraries and the Head of Special Collections were shown the intimate workings of the Archive by the Curator and Professor Philip Mosely, Chairman of the Administrative Committee of the Russian Archive. The results of this visitation were a more accurate understanding of the work of the Archive and the archivist, increased familiarity with the files that are maintained, and a deeper appreciation of the delicate relationships that are involved.

B-5: The Boulton Collection.

During the report year the University entered into a contractual agreement with Mrs. Laura Boulton, leading toward the eventual purchase of her collection of recordings of traditional and liturgical music, made by her on some 25 expeditions into various parts of the world over the past 30 years. In accordance with this arrangement, headquarters for the collection have been set up in Room 228-M Butler.

Certain recording and duplicating equipment has been purchased and installed, a secretary (Mrs. Barbara Korngold) has been appointed, and the work of providing preliminary cataloging of the collection (which is thought to contain some 15,000 songs, chants, and instrumental pieces) is now going forward. (The cataloging is scheduled to be completed in January, 1964.)

C. Reference and Circulation Service

C-1: Use of the Collection

In the decade since July 1, 1953, a steady growth is to be seen in the rate at which Special Collections materials are used by students and scholars. Not only has there been a substantial increase in the annual number of visits to our reading room (between 60 and 70 percent), but also the number of bibliographical units charged over the desk has more than doubled. The latter increase is chiefly to be noted in connection with manuscripts, where the rate of use (which was barely 10% of the total a decade ago) now exceeds the use of printed books. There are several reasons for this. In the first place we are certain that the ratio of graduate students to undergraduates among our clientele has materially changed in favor of graduates (although we do not have the data to prove our contention), and that this is reflected in an increased demand for source materials. Secondly, our holdings in manuscripts have been spectacularly augmented during the decade. Thirdly, Columbia's ownership of manuscripts has been widely publicized, bringing increased numbers of non-Columbia users to our doors. Lastly, our bibliographical apparatus has been greatly improved, permitting us to supply to readers materials that formerly were inaccessible, while at the same time enabling us to keep more exact records of use. (It is probable that the "free-access" policy recently adopted by the University will further increase non-Columbia use of our manuscripts.) (See Table III.)

Table III: Use of Special Collections, 1 July 1953 - 30 June 1963

	Reader Visits	Books	Mss.	Total Use
1953-4	3,893	8,994	1,142	10,136
1954-5	4,006	9,034	1,917	10,951
1955-6	4,487	9,626	1,720	11,346
1956-7	4,584	9,721	2,342	12,063
1957-8	4,332	9,086	1,710	10,796
1958-9	4,225	9,016	3,828	12,844
1959-60	6,370	10,488	3,825	14,313
1960-1	5,876	9,629	5,108	14,737
1961-2	5,169	10,114	13,211	23,825
1962-3	~~6,096~~ 6,289	9,614	11,927	21,541

D. Library Operations and Administration

D-1: Exhibitions.

The third-floor exhibition area was the site of four major exhibitions during the year, and a fifth was installed just as the report period closed. They were:

a) Great Printing Through Five Centuries (July 2-October 10, 1962). A display of 43 printed books representing the highest typographical standards, produced from the 15th to the 20th century. (This is a "repeater"; the plan is to install the exhibition every two years, preferably during the summer months, for the benefit of newcomers to the campus. The exhibit has been on display several times, each time with significant changes.) Prepared by Roland Baughman.

b) The Augustan Age (October 15, 1962-January 4, 1963). Books and manuscripts by classical writers of the golden age of Latin writers, 42 B.C - 17 A.D. Featured especially were the writings of the poets, Horace, Virgil, and Ovid, and of the historian, Livy. Prepared by Coman Leavenworth.

c) Medieval & Renaissance Manuscripts (January 9-March 9, 1963). A display of early materials that have been acquired by gift and purchase since the publication of the De Ricci-Wilson Census, 1935-37. Prepared by Coman Leavenworth.

d) The Iron Horse, a Sentimental Journey (March 11-June 7, 1963). Color prints from the William Barclay Parsons collection, illustrating the early period of railroading. Prepared by Coman Leavenworth.

e) Columbia's Finest Books and Manuscripts (June 15-September 14, 1963). A display of about 35 items representing our most famous holdings. This, too, is a "repeater", planned to be displayed on alternate summers. Changes are made in the items selected for display each time the exhibit is re-installed. Prepared by Roland Baughman.

During the year it was decided to simplify the exhibit area, and to improve the appearance and efficiency of the cases. Accordingly, four small flat cases were removed, leaving 10 upright wall cases and two large flat cases. Lights that

were formerly attached to the small flat cases have been installed in the large ones. The facilities are adequate for most of the exhibitions we plan for the immediate future; should additional exhibit space be required, cases are available for temporary use.

D-2: Bibliographical and Reference Correspondence.

During the year nearly 500 "reference letters" were sent by various members of the Special Collections staff. These range from simple statements as to whether or not Columbia possesses materials in question, to long and involved discussions of, say, bibliographical points. But in every instance time and effort have been expended in order to formulate the replies--a very important part of our service to readers both on site and at a distance.

Columbiana, too, carries on considerable reference correspondence; this year the total of reference letters reached ca. 150. The Curator of the Russian Archive sent 400 such letters. Thus the Department total reached well over 1000.

D-3: Binding and Repair.

In the final analysis, as long as a single book or manuscript remains on our shelves in need of physical attention, the situation is unsatisfactory. On the other hand, good progress in dealing with an immense backlog of work is to be reported for 1962/3. Miss Bonnell notes that nearly 1300 volumes have had bindings or portfolios provided during the year; that some internal repairs have been effected; and that 53 leather bindings have been oiled and polished by the Department personnel.

III. PROBLEMS

During the past year some difficulty was encountered in manning the various parts of the Department, including Columbiana. It can be reported, however, that the new budget, effective July 1, 1963, has given us good coverage in GA time, and that we therefore look forward to a much better manning pattern in the forthcoming period.

More pressing under the present circumstances--and far less easily soluble--are the unsatisfactory conditions under which Columbia's rare books and manuscripts are housed, used, and administered. The following précis sets forth the situation; the cures are less easily specified.

1. Premises. Mr. Lohf reports that on a number of occasions during the year there were more readers than seats in the reading room. We have simply outgrown our facilities, and a larger room, with better provision for surveillance, must be found in the near future.

Working space for the staff is also inadequate. Most of the sorting and cataloging of manuscripts, of planning and preparing exhibitions, of carrying out minor binding repairs, of bookplating and labelling, and the many other tasks connected with the assimilation and care of the collections--most of these duties are carried on at desks stationed in the main cross aisle of Deck 13. This is because the personnel must be immediately available to answer calls for reader service, the first responsibility of all the staff. A concentration has thus developed, involving people, desks, chairs, trucks, typewriters, and other equipment. One unfortunate result of this is the heavy and constant use of lights in the area. Since these are of the incandescent type, there is a heat build-up; this, coupled with the exceedingly inadequate ventilation of the stack, makes for physical discomfort. (A steady 84 degrees has been recorded on Deck 13 for the past three weeks.)

Office space, too, is disadvantageous. In the first place, our offices are

above the operating level of the public elevators. Secondly, they are far removed from the department reading-room, the focus of contact with our clientele. Third, during the summer months the rooms (being directly under the building roof) become uncomfortably hot--but, despite our requests, no window air-conditioners have been installed, though this has been freely done elsewhere in Butler Library.

2. Dust. The dust situation in our stacks is most embarrassing when visitors are to be shown through. Shelves and their contents become deeply coated within a few weeks after being vacuumed. With something like 5 miles of shelving on Deck 13 alone, our facilities for keeping Columbia's rare books and manuscripts even reasonably clean are severely over-taxed. There can be only one principal source for the dust--the ventilation system itself.

3. Air Conditioning. The ventilation system in use in Butler Library has little effectiveness, at any rate in the upper decks occupied by Special Collections. At times when the stack air seems particularly lifeless, checks of the vents show a fair volume of incoming air-flow. Yet this does not reach the central area of the decks. The conclusion is, therefore, that the system simply was not engineered to provide the degree of distribution required for the wide stacks of the upper part of the building. (The central and lower stacks are much narrower; apparently the ventilation system was geared to them, at a time when the present extensive use of the upper levels was not envisioned.)

At all events, it will not be possible to say that Columbia is providing proper care for its rarities until a more adequate method of ventilation is installed for the book stacks. The specifications are of the utmost simplicity: clean fresh air, kept within reasonable bounds of temperature and humidity, and properly distributed.

4. Fire Hazards. High among the prime bugaboos of all libraries is the danger of fire. The undersigned had always supposed the Butler stacks to be

proof against that particular danger--until the disastrous occurrence on decks 1 and 2 a few years back. On that occasion the fire spread from one stack level to the other via the ventilation shafts, which are, it was dismaying to learn, lined with a paper-like baffle. Once the flames took hold of this, they were fanned by the ventilation system itself, and although the original fire was confined behind the metal walls of the ducts, the heat was so effectively transferred that great losses of books and manuscripts were sustained.

The possibilities for a recurrence of such a fire still exist; it could happen to Special Collections.

5. Theft Hazards. Special Collections is protected only by "key security". That type of security is no better than the control over the keys. Our key system has not changed for 15 years, during which time the keys have been in the hands of scores of individuals who are no longer connected with Columbia.

There are about 36 locks in Special Collections on two main systems (regular and vault). It is proposed that, at the time the public rooms of the Department are moved (sometime in 1964), a complete change in the lock system be effected. At that time, too, the policy governing the lock system should be reappraised.

6. Columbiana Problems. In the separate Columbiana Report (Appendix C), Miss Bonnell notes two important problems. One of these concerns the difficulty of acquiring materials emanating from various Columbia authorities; this can be met by the adoption of certain procedures which Miss Bonnell proposes in her report.

The other is a space assignment problem, which can be solved only by agreement between Library and Administration authorities. A closet, 12' X 12', is sorely needed for the storage of portraits of University personalities during times when the paintings are not on display. The closet can be anywhere in Low Library, provided it is accessible, because the collection is frequently consulted.

One other Columbiana problem is not mentioned by Miss Bonnell in her report, but it has been discussed with her by the undersigned. It has to do with the urgent need for air-conditioners in the Columbiana quarters--two in the reading-room and one in the Curator's office. (The complicated window structure in the King's Crown Room would probably prevent an installation there, although it is badly needed; we can only hope that some good will come from keeping the doors open between the rooms as much of the time as possible.) It is emphasized that the air-conditioners are requested not alone for the comfort of readers and staff, but in the interests of the many valuable paintings and other objects that are endangered by the heat build-up which now occurs, both winter and summer.

Fuller details about the year's work in the various divisions of Special Collections are available in the appended specialized reports--Appendixes A-D.

Respectfully submitted,

Roland Baughman
Head of Special Collections

June 30, 1963.

APPENDIX A.

USE OF THE COLLECTIONS

Kenneth A. Lohf - Readers Service Librarian

Statistics on reader use of Special Collections during the year indicate a leveling off from the high figures of 1961/62. While the number of reader visits increased sharply (6289 as compared with 5169 in 1961/62), the use of books and manuscripts decreased slightly, indicating the increased bibliographical control we are attaining over the materials and the improvement in servicing these materials for readers; as cataloging becomes more complete, reader requests become more specific, eliminating the need to supply large numbers of manuscripts for the readers to search through for the precise items wanted. The statistics on manuscript and book use for the past three years are as follows:

	Manuscripts	Books
1960/61	5108	9629
1961/62	13211	10114
1962/63	11927	9614

Because reader visits increased so markedly, it might be noted that the reading room was filled to capacity (and on occasion readers were waiting for desks) numerous times during the year. If the number of readers using Special Collections continues to rise, and it seems likely that it will, it becomes apparent that improved and expanded facilities for readers are necessary if present standards of security and service are to be maintained.

While manuscript and book use this year appears to have leveled off at the high figure attained the previous year, the acquisition of new collections continues to grow rapidly, tending to increase the pressure of administrative and reference activities in the reading room.

Primary among the changes for the past eighteen months must be noted the transfer of the Columbiana collections of doctoral dissertations and manuscripts, formerly housed in Low Library, to Special Collections. The collection of Columbiana

dissertations is the university's archive set, not listed in the main card catalog of the library, and it will continue to grow as university doctoral work expands. Since many of the sixty-three Columbiana manuscript collections now shelved in Special Collections are as yet uncataloged, problems related to servicing these manuscripts for use will add to the already complex reading room routines. However, the manuscripts are now more accessible and arranged more logically, and greater security has been achieved than was ever possible in the Low Library quarters.

A problem of long standing, and one of considerable importance to the reading room reference activity, has been the handling and processing of large institutional files which have come to the library. These include the files of the Carnegie Endowment for International Peace, the Citizens Union, the Proportional Representation League, the Pacific Relations Institutes, and the Spanish Refugee Relief Organizations, each numbering many thousands of items. These came to the library in filing cabinets, transfiles, cartons, crates, or bundles, and in nearly every instance the files of correspondence and records were received in the approximate order maintained by the institution itself. Because of their size and condition it has been difficult, if not nearly impossible in some instances, to service this material for readers. Realizing that a detailed cataloging of these mammoth collections is not feasible, it was decided to organize each collection in a sequence which the content and subject matter called for, in most cases the general filing system already employed by the institution; and then to type a master list of the collection arranged by box number and the classification of materials, which could be consulted by manuscript users in the reading room. This is the system currently employed in the Manuscript Division of the Library of Congress. Work on the Spanish Refugee collection was completed this year and it is now available to users in a logical order. Work is proceeding on the Carnegie Endowment, Citizens Union, and Proportional Representation League collections. It is hoped that work will begin this coming year on the Pacific Relations Institutes collection.

Two other collections might be briefly noted. Original works of art and reproductions of portraits, engravings, and photographs have, heretofore, been scattered throughout Special Collections. Works of art have now been brought together in a single Art Collection, and work has begun on a general Portrait File similar to the ones which already exist in the Smith and Typographic Collections. By this means it is hoped to facilitate the handling of the growing number of requests for reproductions and illustrative material.

The oil portrait of Alexander Pope painted by George Lumley and dated 1750, the gift of Robert Halsband, was cleaned and restored this year by Mrs. Ingrid-Marta Held, restorer of paintings at the New York Historical Society, through funds made available from the Halsband gift fund. It now hangs in the reading room where it adds a touch of elegance to its otherwise unprepossessing surroundings.

The publication of The National Union Catalog of Manuscript Collections 1959-1961 at the end of last year has helped immeasurably to extend the bibliographical control over manuscripts held by American libraries. For the period covered, this volume supersedes the catalog cards which we had been receiving regularly from the Library of Congress. It is the intention of the Library of Congress to publish regular book supplements and to cease the distribution of cards; so with the forthcoming publication of the first supplement, our card catalog will be superseded by the published volumes and can be disbanded. Our intention now is to have the cards representing Columbia's collections of manuscripts filed in the library's main card catalog.

In lieu of approximately 50 hours weekly of GA time, a CF3 position was added to the staff this year. The responsibilities of this position include filing cards in the departmental card catalog, manuscript processing, and maintenance of various book collections, as well as reading room desk duties.

Finally, after a period of some ten long years, and to the delight and relief of all members of the staff, the floors of stacks 13 and 14 were washed and waxed

in January. The floors of the reading room and Special Collection's portion of stack 12 were cleaned as well. It is strongly urged that in the future the washing and waxing of stack floors be put on a regular annual schedule and that of the reading room on a quarterly schedule.

Kenneth A. Lohf
Readers Service Librarian

APPENDIX B.

SPECIAL COLLECTIONS STATISTICS

Alice H. Bonnell - Assistant Librarian

1. Development and maintenance of the Collections

A- Printed Materials

Acquisitions

The collections have been increased this year by the addition of 2,436 new volumes (1,397 catalogued and 1,039 uncatalogued).

Gifts

Included in the above figure are 50 volumes added to the Barzun Collection of Modern Poetry, Fiction and Criticism, the gift of Jacques Barzun, many of which are inscribed by their authors. Dean Barzun also presented 50 additions to the Berlioz Collection. The gift of Mr. and Mrs. Alfred C. Berol includes this year two printed pieces - A resolution of the Congress of 2 March 1791, requesting the President to acknowledge the tribute paid to the memory of Benjamin Franklin by the National Assembly of France, and a bond issued by the State of Massachusetts Bay 7 December 1777. Professor Donald Lemen Clark has established the "Donald Lemen Clark"Collection by presenting 167 volumes, dating from the 16th to the 20th century, many of which relate to his studies in rhetoric. The group includes first editions of a number of contemporary literary figures inscribed by their authors to Professor Clark. A collection of 198 volumes from the library of Elizabeth Reynard, late of the Barnard College faculty, was presented by Miss Virginia Gildersleeve, and includes English works of the 17th and 18th centuries and continental works of a somewhat earlier date. Mr. Sinclair Hamilton presented a valuable collection of illustrated works including examples of Blake, Gavarni Lepere, Daumier, etc. Twenty-three volumes were selected for Special Collections from the larger gift (325) of Professor George W. Hibbitt, mainly English literary works of the 17th and 18th

centuries, and 65 from the gift of Professor Marjorie Nicolson (800 ca.) including some rare English works of the 17th and 18th centuries. Once again Columbia has been the recipient of the current year's production of the Limited Editions Club (12v.), the gift of Mrs. George Macy, and has received the 1961 Fifty Books of the Year from the American Institute of Graphic Arts. The above named represent only a portion of the entire gift of printed materials.

Purchases

Among the notable purchases in printed materials were four incunabula purchased on the Lodge Fund, 10 v. of the 16th and 17th centuries, many of which are editions of the classics, and two groups of works by American authors of the 19th century - Charles Brockden Brown (12) and Julia A. Moore (7).

The deposit collections have been increased by the addition of 9 volumes to the Medical Library Deposit.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. The number of titles sent for cataloging this year has increased over last year's low figure (1961/62-983; 1962/63-1728) but is still far below previous years (1960/61-3118; 1959/60-2004). The actual number of books catalogued in 1962/63, however, is below the figure for the previous year (1961/62-3099; 1962/63-2918) by about 200 volumes. A continued reduction in the rate of cataloging the Seligman Collection (579), a decrease in the number of titles catalogued and returned from the backlog of well over a thousand volumes of Smith and Lodge books in the Cataloging Department (28) and a slowing of the rate of transfer of books from the Science Collection to "B" (93) are factors in this lower figure. No cataloging has been done of new acquisitions in the Smith Collection for several years. Some 103 titles remain to be processed. The

cataloging of periodicals in the Seligman Collection was resumed late this this year. To date 25 titles have been sent for processing.

Work continues on the transferring of materials from the Typographic Collection to various other libraries where they will be of more use. Transferred this year were 1002 volumes. 119 volumes were transferred from other collections - "B" (62) Book Arts (28) Epstean (29) to other departments and to duplicate collection.

A total of 2918 volumes were catalogued in 1962/63, of which 1,397 were new acquisitions, and 1,521 were from collections previously received. The collections were decreased by the transfer of 1121 volumes from the Department. The cataloging of the Historical Map Collection has been suspended during 1962/63.

Work was begun late this year on the print and photograph file. It is being transferred from vertical file cases to manuscript boxes and all likenesses of each person or subject are being placed in the same folder in an alphabetical arrangement. No count has been made of this material as yet.

Total Recorded Holdings - Printed Materials 6/30/63

The total recorded holdings in printed materials stands at 214,324 as of June 30, 1963, an increase of 1,315 volumes over 1961/62. Of these approximately 61,570 volumes are uncatalogued or in the process of transfer from other departments (i.e. Science).

B - Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 149 individual manuscripts and 16 new manuscript collections (ca. 25,000 items). The latter includes the Christine Ladd-Franklin Papers (ca. 10,000) presented by Miss Helen Hotchkiss; Papers of the Proportional Representation

League (ca. 10,000), the gift of the League; English Department Correspondence (128), the gift of the Department; D. Appleton & Co. correspondence with literary figures (52), presented by Miss Mary Appleton; The Herbert Matthews Papers relating to Cuba (250), presented by Mr. Matthews; The Professional Papers of Richard B. Morris (6 boxes), presented by Professor Morris; The Papers of Roland Rood (100 ca.) presented by Mrs. Rood; Correspondence and Papers of John Treat Irving, purchased on the Bancroft Fund and 23 letters and documents by and relating to Admiral David Farragut, the gift of Mrs. Noel J. King. In 1962/63 additions made to manuscript collections, received in previous years, surpassed in number (25,212 ca.) those recorded for new collections received. Among the collections to which additions have been made are John Jay (ca. 10,600) the gift of Mrs. Dorothy Iselin Pascal, Mrs. John Jay Pierrepont, Mrs. C. H. Crary and through purchase; Randolph S. Bourne (34) the gift of Mrs. Agnes De Lima; Nicholas Murray Butler (135) the gift of Miss Edith Davidson Harris; General William J. Donovan (ca. 5,000), the gift of Mrs. Donovan; John Howard Payne (1500), the gift of the Luquer Family. Mr. W. B. Meloney has added to his previous gifts 300 items relating to Madame Marie Curié and 250 relating to the John Purroy Mitchel Family; Professor Allan Nevins has added several thousand items to the file of his professional correspondence, covering the years 1951-1956; Professor Mark Van Doren has added 65 items to the Van Doren Papers already deposited here and Mrs. Nina Ferrero Raditsa has added about 1,000 items to the Ferrero Papers.

32 manuscript collections were transferred from Columbiana to Special Collections where access may be had to them for a greater number of hours. Among the individual manuscripts received were a group of 61 items relating to the colonial and early national periods of the United States, including letters of Thomas Jefferson and Henry Brockholst Livingston, the gift of Mr. and Mrs. Alfred C. Berol; three miniatures, 14th century Italian, attributed to Niccolo da Bologna and 12 manuscript indentures, 1807-1875,

the gift of Harry G. Friedman; 20 letters from Thomas McGill to his wife, Rosanna, written during his service in the Union Army, the gift of Professor Helen Hull; A.l.s. from William James to John Dewey, 3 December 1903, the gift of Professor Joseph Blau. Among the manuscripts purchased were a 15th century manuscript of the work of William Heytesbury which includes works by Gaetano di Thiene and Ralph Strode (Smith Fund); Giovanni Domenico Cassini's Des Longitudes et Latitudes (late 17th century) (Smith Fund); A diary of the Revolutionary War kept by Jonas Clark, and various letters and documents including some by Noah Webster, Fanny Kemble, etc. The Authors' Manuscript Collection was increased by gifts from Lucien Price. The Oral History Research Office filed 64 memoirs including those of Judge Joseph A. Cox, Admiral Joseph J. Clark, Dean Harry Carman, Paul O'Dwyer, Professor Joseph Kaplan, John J. Lynch, Admiral James L. Holloway, Dr. Norman Ramsey, Frank E. Hill and the group projects Aviation and Lehmann. Other materials added to the collections were 61 phonograph records, the gift of Judah A. Joffe; 5 original drawings by John Leech, the gift of Robert Halsband; 50 additions to the Berlioz Collection including recordings, programs and pictures, the gift of Dean Jacques Barzun; and a gold tooled leather book box, 17th century possibly of Dutch origin, the gift of Harry G. Friedman.

Cataloging

5733 letters and documents were sorted, indexed and filed for 28 collections including Belmont, Nicholas Murray Butler, Kenyon Cox, Brander Matthews, John Jay, Nicolai Berezowsky, Alexander Hamilton, Williard Bartlett, Typographic, Mark Van Doren, Benjamin Cardozo, John Howard Payne, Hector Berlioz, Edmund Stedman, Allan Nevins, John W. Burgess, Randolph S. Bourne, John T. Irving and Dramatic Museum. 31 book manuscripts were processed, 15 received in the regular routine from the cataloging Department and 16 processed in

Special Collections. As can be seen by the figures (1962/63-5733; 1961/62-5611) the cataloging of manuscripts has increased but very little this year, still reflecting the heavy reader use, especially of manuscripts, which involves the time of all staff members, and, again, the fact that many collections are in process but not finished for statistical count.

Total Recorded Holdings - Manuscripts 6/30/63

The total recorded holdings in manuscript materials stand as follows:

Manuscript Collections - 369
Includes 69 collections transferred from Columbiana, but not collections in other departments of the Libraries.

Book Manuscripts - 4792

Oral History Research Office Memoirs - 723 v.

Masters Essays - 3975 v.

Cuneiform tablets - ca. 500

C - Binding

The problem of book binding and repair in Special Collections is a perenial one with the work which should be done as always greatly in excess of funds and staff time which can be allotted for this purpose. Books for commercial binding have been sent this year to Mr. William Steinman and the Maroquin Bindery, both of which organizations have provided superior bindings at reasonable cost. In addition to re-binding, Mr. Steinman has with great skill repaired some of the fine leather bindings.

547 volumes were sent to the commercial binder in 1962/63 (as compared with 585 volumes in 1961/62) of which 94 volumes were Master's Essays. 739 volumes were sent for board portfolio and pamphlet binding. This latter figure is still below normal rate for this type of binding treatment due to the fact that for several months this year the Binding Department was unable to handle any work of this sort for Special Collections

Of these two groups 959 volumes have been completed and returned to Special

Collections, including 94 volumes of Masters Essays. Outstanding as of 6/30/63 are 199 volumes at the commercial binders and 43 volumes sent for processing in the Binding Department.

D - Book Oiling

53 leather bindings were oiled and polished. Most of these were new acquisitions in Special Collections.

Alice H. Bonnell
Assistant Librarian

Statistics
1962/63

	1959/60	1960/61	1961/62	1962/63
Reader visits	6370	5876	5169	6289
Use on premises	14313	14737	23325	21541
Printed materials . . .	(10488)	(9629)	(10114)	(9614)
Manuscripts	(3825)	(5108)	(13211)	(11927)
Intramural Loan	2154	3263	4891	3743
Local Int. L. Loan. . . .	12	41	37	28
Interlibrary Loan	---	---	5	---
Circulation	2	---	---	6
To Cataloging Dept. . . .	(2004)	(3118)	(983)	(1728)
To Binding Department . .	(1537)	(1978)	(1303)	(1351)
Total use	16481	18060	28258	25277

(Figures in parenthesis are not included in the totals)

Growth of the Collections

I - Printed materials

New acquisitions, catalogued 1397

"B".	682
"B" (Ms. catalogues)	69
Benjamin, Park	6
Berlioz.	1
Book Arts.	43
Columbiana (doctoral dissertations).	344
COA (Masters essays)	94
Dramatic Library	107
Epstean.	12
Jeanne d'Arc	4
Johnson.	1
Kilroe	2
Lodge	44
Macy	12
Papyrus and Epigraphy.	4
Phoenix.	8
Pulitzer	28
Reference.	26

Previous acquisitions, catalogued. 1521

"B" (from Bechtel)	94
"B" (from Belmont)	69
"B" (from Samuels)	73
"B" (from T. S. Jones)	141
"B" (from Prentis)	111
"B" (from Westervelt	94
"B" (from Wood, Roy)	293

"B" (from Science). 93
Lodge 16
Montgomery. 2
Seligman. 579
Smith 12
Spinoza 2

New Acquisitions, uncatalogued. 1039

A. I. G. A. - Fifty Books 1961. 50
Berol 2
Bourne. 12
Burton. 25
Clark 166
Clyde-Kuhn. 100
Davidson 200
Gildersleeve (Reynard). 198
Halsband 14
Hamilton 12
Hathaway 50
Hibbitt 23
Incunabula. 10
Nicolson 65
Samuels 12
Barzun 100

Deposit Collections, additions to 9
(not included in departmental holdings)

Medical Library deposit. 9

Transferred from Special Collections. 1121

"B" to General Library. 62
Book Arts to Graphic Arts 28
Epstean to Graphic Arts 5
Epstean to Duplicates 24
Typographic to Graphic Arts 909
Typographic to East Asian 31
Typographic to Business 28
Typographic to General Library. 3
Typographic to Journalism 24
Typographic to Fine Arts 7

Total recorded holdings - Printed materials - 6/30/62 213,009

New acquisitions, catalogued 1397
New acquisitions, uncatalogued. 1039

Transferred from Special Collections. . . 1121

Total recorded holdings - Printed materials - 6/30/63 214,324

II - Manuscripts and Manuscript Collections

New Acquisitions

Individual manuscripts	149	
Book manuscripts	9	
Letters and documents	140	
Manuscript collections	16	(ca. 25,000 items)
Additions to collections (17) previously received		(ca. 25,212 items)
Authors' manuscripts	4	
Oral History Research Office - Memoirs	64	

Manuscripts processed

Book manuscripts	31
"X" (processed in Cataloging Dept.)	15
General Ms., Lodge, Smith, Etc. (processed in Spec. Coll.)	14
Oriental ms. (processed in Spec Coll)	2
Individual letters and documents (processed in Spec Coll for 30 collections)	5733

Total recorded holdings - Manuscripts and Manuscript Collections - 6/30/63

Book Manuscripts	4792
Manuscript Collections	364
O. H. R. O. - Memoirs	723 volumes

III - Other materials received 67

Phonograph records	61
Drawings	6

IV - Number of titles for which catalogue cards have been received . . . 2858
(each title has a minimum of four cards)

V - Book oiling . . . . . 62 v.

APPENDIX C.

COLUMBIANA REPORT

1962-63

Alice H. Bonnell, Curator

1. Development and Maintenance of the Collections

A. Printed Materials

Acquisitions

The collections have been increased this year by the addition of 21 new volumes (20 catalogued and 1 uncatalogued) and 422 volumes added to the duplicate file. Included in this figure are 6 books and eleven pamphlets by Corliss Lamont, the gift of Mr. Lamont; 2 books and 2 pamphlets by Charles Knapp, Professor of Classical Philology, Barnard College, the gift of Miss Helen Bacon; Sellers- Benjamin Franklin in Portraiture, the gift of Edmund Astley Prentis; 422 volumes (duplicates of catalogues, annual reports, etc.) from the offices of Dean Barzun, Associate Dean Alexander and Professor William Owens; the diploma of Henry M. Powell, Columbia College 1890, the gift of Lawrence Ledar and the diploma of Charles Bancroft, A. B. 1840, the gift of Dean Jacques Barzun.

Cataloging and Indexing

109 books were catalogued this year, of which 20 were new acquisitions and 89 from previous holdings.

Indexing of the various other printed materials in Columbiana has been nearly completed this year. A card file of each of the following is being prepared. The figures represented in these groups have not been included in the catalogued holdings of the Department.

Maps - 74 maps and charts were indexed and filed. These are

c hiefly maps showing the location of the College and University at varicus stages of its development.

Broadsides - 55 broadsides, chiefly 18th and early 19th century, were indexed and filed. These include programs for Commencement ceremonies, alumni catalogue, etc.

Scrapbooks - 68 scrapbooks were indexed by subject and filed. These concern various aspects of and incidents in the history of Columbia College.

Bi-Centennial Greetings and Certificates

The elaborate scrolls and certificates sent to Columbia University upon the occasion of her bi-centennial celebration in 1954 by sister institutions have been arranged in alphabetical order by name of the institution of origin and listed. There are about 150 of the Greetings and a like number of certificates and invitations.

Diploma Collections

The diploma collection was re-checked and index cards made where necessary. The collection now numbers 504 diplomas and certificates. This includes diplomas issued by Columbia for all degrees, and diplomas from other institutiona awarded to Columbia alumni and Faculty.

Press Releases - Press releases sent from the News Office usually number at least two each day. These are indexed for the subjects which they cover and are filed, as a percentage are never published and those which are are often curtailed in print. The file covers from late 1948 - date.

Newspaper Clipping File - Material relating to Columbia is clipped daily from the New York Times and New York Herald Tribune , mounted and filed. Duplicate issues of the Spectator and other student newspapers are also clipped. In addition, the Alumni Federation Office forwards clippings from out of town newspapers, pictures,

etc. relating to Columbia alumni. These, likewise, are mounted and/or filed.

Uncatalogued and unrecorded

In this area there are three main groups of printed materials.

1) About 700 miscellaneous volumes remain to be checked for cataloging in Columbiana or transfer to Special Collections or General Library.

2) The file of off-prints and other Faculty publications, and other pamphlets by people associated with Columbia, is partly organized. When all items have been interfiled, an index will be prepared, indicating, among other things, the number of copies present. Some of these titles may be selected for cataloing if not already present in the collection. At a rough guess there are about 7650 pamphlets in this collection, of which there are many duplicates.

3) About 150 posters, chiefly relating to Columbia College activities, remain to be identified and indexed.

Total recorded holdings - Printed materials 6/30/63

Books and pamphlets - catalogued	13,088
Maps	74
Broadsides	55
Scrapbooks	68
Bi-Centennial Greetings, etc.	300

B. Manuscripts

Acquisitions

The collections were enlarged by the addition of 18 original drawings by James A. Noyes, Mines'78, the gift of his daughter, Miss Penelope Noyes; Notes taken by Edward E. Whitford, Ph. D. 1912, in graduate courses in mathematics under Professors Ling and Fiske, the gift of Haward D. Williams; Two copies in manuscript (one corrected) of the doctoral disseration of Charles Knapp,

Professor of Classical Philology, Barnard College, the gift of Miss Helen Bacon; 145 letters from Nicholas Murray Butler to William Torrey Harris were presented by Miss Edith Davidson Harris. They will be filed with the Harris correspondence in the Butler Papers.

Cataloging and indexing

422 letters and documents were indexed and filed for three collections - College, Butler and Pupin Papers. This is far below last year's figure of 1058 items and reflects the increased activity in the indexing of other materials.

Book manuscripts - 9 book manuscripts were indexed and filed, and 133 book manuscripts were moved from the catalogued book section to the catalogued manuscript section and were replaced by dummies to indicate the new location.

Original drawings - 228 original drawings and sketches were indexed and filed by the name of the artist.

Manuscript Collections - Two manuscript collections, the Hyde Family Papers and the William Campbell Collection, were transferred to Special Collections this year. This brings to 69 the number of collections so transferred. Of these, two collections, the Butler and the Chandler Papers, are still in the process of being organized and transferred. The Chandler Papers are mainly unorganized and are being sorted into large groups such as letters and documents, notes, patents, clippings, etc., and sent to Special Collections for final processing. Between 80 and 100 manuscript boxes have been processed. The Butler Papers, which are currently closed to all use, are being assembled in alphabetical order and will be sent to Special Collections as the ordering is completed.

Manuscript Music - Music scores for some of the Columbia College

To remain in Columbiana are 10 manuscript collections, the contents of which are being assembled from the various locations where they have been stored. They include - Administrative Correspondence and Records, Departmental Correspondence and Records, Alumni Correspondence and Records, Class Correspondence and Records, Development Office Correspondence and Records, etc. Listing for these collections is not yet completed.

Manuscript music - Music scores for some of the Columbia College Varsity shows have not as yet been sorted, identified or recorded. There are two vertical file drawers of these scores.

Total recorded holdings - Manuscripts 6/30/63

Manuscript collections	10
Book manuscripts	271
Original drawings	228

C. Other materials

Various other types of materials have been assembled and counted.

Framed photographs and prints - 143 framed photographs and prints have been identified, indexed and filed. These are of people, places and incidents relating to Columbia's history. There are a number still unlisted.

Unframed pictures and photographs are unlisted, number in the hundreds and occupy 5 vertical file drawers and 25 correspondence boxes. They are filed by subject.

Memorabilia - Memorabilia such as academic costume, medals, pins, ceremonial shovels, etc. are in the process of being recorded. The largest group, the medals, numbers about 2,00 and includes medals and pins awarded by Columbia University and its various schools, etc. as well as non-Columbia medals awarded to Columbia faculty, alumni, etc.

D. Binding

Little in the way of binding, except for portfolio boards protection (65), has been undertaken this year although there is considerable work to be done. It is hoped that in 1963/64, as Columbiana materials have been brought together and are being ordered and indexed, that there will be sufficient staff time and funds to take care of the binding and repairing, especially of the books of the King's College Library which are on display in the King's College Room.

2. Bibliographic Control

A. Records prepared in the Cataloging Department

Columbiana receives a main entry card and shelf list, with subject cards if needed, for each title catalogued for the collection. Since a large part of the collection (probably about one third) is in serial form, keeping these records up-to-date as new issues appear is a constant task for the Columbiana staff.

B. Records prepared in Columbiana

Previous sections of this report have indicated the records in preparation. Some of these have been put in finished form on catalogue cards; others are still in temporary listing. It is proposed that all materials of whatever nature shall be listed for ready reference.

3. Reference and Circulation

In 753 reader visits 1250 items were used in the Reading Room and 470 items sent for intramural and circulation loan. Although the number of readers using Columbiana Collections has increased this year (1961/62-606; 1962/63-753) the number of items used has decreased sharply (1961/62-2899; 1962/63-1720). This in the main reflects the transfer to Special Collections of 69 manuscript collections and the closing of the Nicholas Murray Butler Papers to use pending the completion of the Butler biography.

In addition to requests for information received in the Reading Room, Columbiana answers many telephone and mail requests each day. During 1962/63 about 150 reference letters were written. Reference requests received usually deal with some detailed aspect of or incident in Columbia's history, biographical and genealogical information about faculty past and present and alumni, or the location of the text of a specific speech or report. Reference service runs all the way from supplying a single date to tracing family connections and the histories of various developments in Columbia curricula. Added to this, of course, are requests for specific books, chief among them the various volumes of the Bulletin of Information, Spectator, Columbian and faculty and student directories. The clipping and picture file provides the answer to many questions, and it is presumed that the assemblage of all Columbiana materials in one area, and the detailed indexing of the same will make more efficient the reference service of Columbiana.

Chief among the users of Columbiana materials are the staff of the News Office, Columbia College students, the Officers of Administration in Low Library, the Deans of the various schools, staff of Columbia College Today, alumni and the United States Civil Service Commission. Non-Columbia users have included George Dupernell, Detroit, Michigan to examine the Chandler Papers for material on Isaac Adams; Mrs. William Robbins of Bronxville, working on David Hosack; Mr. George Dykhuisen of the University of Vermont to use John Dewey materials and Mr. Per Seyerstad of Oslo, Norway to see H. H. Boyesen collection.

Intramural loans (353) were made chiefly to the Officers in Low Library and to the Photograph Division. In addition, this year a number of the framed photographs and prints have been loaned

to various offices for their wall decoration.

Although in the main Columbiana materials are not available for loan, certain pictures, reports and other items which are held in duplicate are circulated to individuals, business organizations or libraries outside Columbia. 105 items were so loaned in 1962/63.

4. Library Operations and Administration

A. The King's College Room

The King's College Room has been open to view this year during Columbiana's official hours of opening, 1-5 P.M., Monday through Friday. In addition it is usually accessible from 9-12 A.M., Monday through Friday unless staff absence prevents. On a number of social occasions the Room and Columbiana were open after Library hours as an informal gathering place for the guests. Included in the number of these affairs were the John Jay Associates Dinner, the President's Reception for new faculty and staff, Reception for the members of the Freshman Class of Columbia College, the Cabot Awards Dinner and Convocation, the Charter Day Dinner of the Columbia School of Social Work and the Bancroft Awards Dinner. The number of visitors to Columbiana and the King's College Room increases year by year (1961/62-2100; 1962/63-5148) as more tourists and class groups as well as distinguished visitors and members of the University community are brought by the tour guides to view the Room, or wander in while passing. These figures do not include the guests at social occasions mentioned above, but represent the daily visitors to Columbiana. The Room continues to please all who see it, either for the first time, or on recurring attendance at social functions.

B. Exhibitions

Seven exhibitions were planned and installed during the year, three in Columbiana, two in the Rotunda of Low Library and one each in Ferris Booth Hall and the Interchurch Center. The latter featuring some pictures and symbols associated with Columbia University was set up as a part of the larger exhibit of Morningside Heights, Incorporated. Columbiana had an exhibit of Gaucho drawings and equipment, lent by Edward Laroque Tinker for the occasion of the Cabot Awards Dinner and Convocation. An exhibit to mark the fiftieth anniversary of the invention of the "ffeedback" circuit which made commercial radio possible, by Edwin Howard Armstrong, Professor of Electrical Engineering at Columbia and and an exhibtion of the career and work of Nicholas Murray Butler were also featured in Columbiana.

Materials relating to Columbia history and alumni affairs were put on display in Ferris Booth Hall for the annual Dean's Day of Columbia College.

C. Columbiana Reading Room

During this year major renovations were made in the Columbiana Reading Room and the Curator's Office, adding greatly to the appearance as well as the efficiency of both rooms.

Two standing exhibit cases were removed from the Reading Room, giving better surveillance and opening the room to one large area for the public. Mr. Edmund A. Prentis and Mrs. Katherine Prentis Murphy furnished the east end of the room with antique furniture as an ante-room to the King's College Room. (A list of this furniture is attached) The west side of the room contains a flat exhibit case and the readers' table, which has been equipped with five red leather chairs and two brass table lamps,

also by Mrs. Murphy and Mr. Prentis. All filing cabinets were removed from public view and the card catalogue case recessed to be less conspicious. A barrier of woodwork taken from the dismantled exhibit cases was built in front of the Reading Room attendants desk, tying this in with the decor of the rest of the room. The results have drawn many expressions of approval from Faculty, staff and visitors.

Unneeded bookcases were removed from two of the walls of the Curator's Office, the office painted and nine vertical files transferred from the Reading Room. Pictures were also re-hung on the walls.

D. Columbiana Stack Area

In August the stack area (room 209) adjoining the Curator's Office was released for use by Columbiana. After painting, removal of Columbiana materials from other parts of Low Library to this area was begun immediately. This project has involved a good proportion of staff time this year as it has meant cleaning, sorting, discarding and interfiling as well as moving. As of this report all Columbiana materials have been removed from the north and west galleries of Low except seven vertical files of Alumni News office records which are to be stored in room 407 (when renovated) until they can be sorted and amalgamated with other vertical file materials in Columbiana. Room 10 in the sub-basement of Low now remains to be cleared of Columbiana property which includes framed pictures, diplomas, paintings; Alumni, Class and Convocation records; about 700 books to be checked for cataloging or discard and various pieces of memorabilia.

E. Staff

Columbiana has been very fortunate this year to retain the services of Carolle Carlson as Desk Assistant in the Reading Room, and to

secure for part of the year the services of Richard W. Jones as C.A. assistant. Theirs is a major contribution to the ordering and servicing of the Columbiana Collections.

The Curator, although theoretically dividing her time equally between Special Collections and Columbiana, has in actual practice given more than half time to Columbiana through this year of construction and moving. It is proposed that the division will be more equal in the coming year.

Part III

Problems

This year has seen the solution of many major problems in Columbiana. Two remain which have not reached any satisfactory conclusion.

Storage of oil paintings

Responsibility for storing such of the University's oil paintings as are not hung has in the past been vested in Columbiana. No proper storage place has been, or is now, set aside for this purpose. The paintings are stacked on the upper deck of the Columbiana stack area (except for two which are too large to go up the stairs) where the temperature winter and summer is above a desireable level. In addition the paintings in this location are open to damage by assistants passing along the narrow aisle to obtain materials for readers. Last fall Mr. MacMenamin was asked whether there was any area in Low which could be converted into such a storage area, but, at that time, he knew of nothing.

This problem is apt to increase as offices around the University are renovated to modern decor and no longer wish the heavy oil paintings. As of now the two aforementioned portraits of very large size- one stands about six feet tall - are standing in the Reading Room where they detract from its appearance and interfere with access to some

bookshelves.

Acquisitions of currently issued materials

No satisfactory system has yet been devised for making certain that Columbiana receives publications issued currently by the various Faculties, professional schools, Dean's Offices, Business Offices, societies, etc. Each of these has its part in the preservation of the history of Columbia and should be represented in Columbiana in at least one copy.

An arrangement is under consideration now with the University Publications Office for some sort of notice from them when a new publication is issued. If this can be worked out, it will be one step. However this is just the preliminary, as each of these publications must then be requested individually from the issuing office, and even when Columbiana knows about and requests publications, they are not always forthcoming. This, likewise, does not cover publications issued by other sources than the Publications Office.

Perhaps a partial solution of the problem would be a general memorandum sent to all schools, offices, societies and other organizations asking their cooperation in seeing that all material relating to Columbia and Columbia activities be sent to Columbiana for preservation there.

Alice H. Bonnell
Curator

COLUMBIANA
Annual Report 1962/63
Statistics

	1959/60	1960/61	1961/62	1962/63
Reader Visits	479	322	606	753
Visitors	702	677	2100	5148
Use on Premises . . .	1407	1146	1876	1250
Books	(664)	(607)	(1126)	(1035)
Manuscripts . . .	(485)	(410)	(628)	(42)
Vertical File. . .	(260)	(129)	(122)	(173)
Intramural use	257	154	1101	353
Local Interlibrary L. .	2	5	0	12
Interlibrary Loan . . .	8	6	0	0
Circulation	0	23	12	105
Sent to Cataloging . .	(55)	(89)	(362)	(74)
Sent to Binding Dept.	(97)	(13)	(74)	(65)
Total	1667	1328	2899	1720

(Figures in parenthesis not included in totals)

Growth of Collections

I - Printed Materials

New acquisitions, catalogued 20
Previous acquisitions catalogued 661
Books 89
Maps 68
Diplomas 504
New acquisitions, uncatalogued 1
Additions to duplicate collection 422
Additions to Vertical File (Gifts) 43

Transferred from Columbiana 42
To Gifts and Exchanges 25
To Special Collections 17

Total recorded holdings - Printed material 6/30/62 . . . 13,109

New acquisitions, catalogued 20
New acquisitions, uncatalogued 1

Transferred from Columbiana 42

Total recorded holdings - Printed materials 6/30/63 . . 13,088
(Does not included uncataloged duplicate materials)

II - Manuscripts

II - Manuscripts

Acquisitions

Individual manuscripts	2
Original drawings	18
Additions to manuscript collections	145

Processing

Catalogued

Letters and documents	422
Book manuscripts	9
Original drawings	228

Organized

Manuscripts collections	12
Book manuscripts	133

Transferred to Special Collections

Manuscript Collections	2

Total recorded holdings - Manuscripts 6/30/63

Manuscript collections	10
Book Manuscripts	271
Original drawings	228

III - Other materials received

Pictures	39
Diplomas	1
Academic costume	2
Photograph (framed)	1
Sculpture (model)	1
Shovel (Ferris Booth)	1

COLUMBIANA
June 30, 1963

SOME BASIC STATISTICS

Books and Pamphlets catalogued	13,088
Newspapers catalogued	272 v.
Books uncatalogued and unchecked	700 ca.
Music manuscripts (Varsity Show scores)	2 V.F. drawers
Book manuscripts	271
Manuscript Collections	10
Original drawings	228
Phonograph records	50
Broadsides	55
Maps and Charts	74
Memorabilia	3,000 ca.

Cups	50
Plates	18
Shovels	3
Canes	4
Swords	4
Batons	4
Medals	2000 ca.
Flags and banners	8
Greetings (Bi-centennial) and certificates	300 ca.
Diplomas	504

Clipping and picutre file	48 V. F. drawers 6[illegible] corres. boxes
Pamphlets (uncatalogued) (Faculty Pubs.)	7000 ca.
Photographs (framed)	143
Pictures, prints, etc.	5 V. F. drawers 25 corres. boxes
Academic costume	40 pieces
Scrapbooks	68
Press Releases	3 V. F. drawers
Sculpture	7 pieces

List of Furnishings presented to
the Columbiana Reading Room by Mr. Edmund Astley Prentis
and Mrs. Katherine Prentis Murphy, September
1962

Five red leather chairs for the Readers' table

Two brass lamps for the Readers' table, with shades

One round drop-leaf table - 18th century American

One square drop-leaf table - 18th century American

One flat topped table - 18th century American

Two red upholstered wing chairs - 18th century English

One carved wooden chest - 18th century

Two wooden end tables - 18th century

Two red leather topped stools - copies

Two black wicker-backed side chairs

Metal jewelry box

Two wooden standing lamps with shades - copies

Three brown leather backed side chairs

Two table runners and one table cloth

Brass crown and wooden stand (Presented February 1963)

Portrait of James Kent by James Sharples, sr. 1798

(Presented January 1963)

APPENDIX D.

RUSSIAN ARCHIVE REPORT

1962-63

Lev F. Magerovsky, Curator

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners or custodians of accepted materials, and that the Archive never pursues any political goals, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist-historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 27 colls.

Manuscripts (mostly memoirs) - 79 mss.

Epistolary collections - 7.

Special collections of various materials - 21.

Of these materials, 72 per cent were acquired on a gift status and 28 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every of the materials acquired was the result of an extensive search and lengthy correspondence.

Résumés.

Each acquisition was based on a résumé (summary) concerning its nature and value. The number of these résumés totalled about 120 for this year.

Subject and Persom Card Index.

As soon as the acquired materials were read, cards were made out for them to comstitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mosely, there were in the current year 46 Columbia University students visits. They used the materials pertaining to the Russian Social-Democratic Labor Party during the revolution of 1905; the zemstvo as a force of political and social regeneration in Russia during 1864-1905; the civil service in the first half of the 19-th century;

the Soviet-American relations in 1917-1933; the Kadet party in 1917; the Petrograd July uprisings of 1917; the history of the Communist Party of the Soviet Union (local Party activities); the Soviet Academy of Science in 1927-1932; the Higher Education in the former Russian Empire and the U.S.S.R; the Trade Unions in the U.S.S.R; the comparatuve elites of the Soviet Union and Red China; the art and philosophy of the writer V.K.Vynnychenko.

Non-Columbia University scholars paid 33 visits. They used the collections and materials pertaining to the following subjects: the materials pertaining to the political philosophy of P.A. Stolypin (1906-1911); the constitutional-democratic movement in 1902--1907; the Reform Era in Russia in 1861-1881; the efforts of Count Witte to establish a constitutional monarchy in Russia from October, 1905, to April 1916 (along the lines suggested by the October Manifesto); the Imperial Secret Police in 1900-1917; P.L.Lavrov and the Party of Socialist-Revolutionaries; the origins, events and significance of Lena goldfields strike and massacre of 1912; the Russo-Ukrainian relations during the revolution of 1917.

Prospects for the Coming Year.

Grounds have already been prepared for the acquisition of many new materials which will enter the Archive within the coming year.

Lev F. Magerovsky

Lev F. Magerovsky
Curator, Archive of Russian and East European
History and Culture.

Size and Growth of the Collections

Fiscal Year I962/I963

Department: Special Collections, Archive of Russian and East European History and Culture (for a short description of its special charakter and of the various restrictions on the handling and use of its materials, see Manuscript Collections in the C.U.Libraries, p.77).

Reported by : Curator

Date: July IO, I963

Type of Materials	Holdings Last Fiscal Year	Additions This Year	Holdings This Fiskal Years
MANUSCRIPTS (mainly reminiscences, various notations, etc., I770-I960/	2I30	90	2220
PHOTOGRAPHS (mostly illustrations to the memoirs, I870-I960)	I290	40	I330
Newspaper Clipping Files (chiefly connected with texts of memoirs, I890-I960)	490	30	520
LEAFLETS of 4 pp or less (as parts of archival collections)	370	IO	380

ANNUAL REPORT
1962-1963

1. Development and maintenance of the Collections

A- Printed Materials

Acquisitions

The collections have been increased this year by the addition of 2,436 new volumes (1,397 catalogued and 1,039 uncatalogued.

Gifts

Included in the above figure are 50 volumes added to the Barzun Collection of Medern Poetry, Fiction and Criticism, the gift of Jacques Barzun, many of which are inscribed by their authors. Dean Barzun also presented 50 additions to the Berlioz Collection. The gift of Mr. and Mrs. Alfred C. Berol includes this year two printed pieces - A resolution of the Congress of 2 March 1791, requesting the President to acknowledge the tribute paid to the memory of Benjamin Franklin by the National Assembly of France, and a bond issued by the State of Massachusetts Bay 7 December 1777. Professor Donald Lemen Clark has established the "Donald Lemen Clark" Collection by presenting 167 volumes, dating from the 16th to the 20th century, many of which relate to his studies in rhetoric. The group includes first editions of a number of contemporary literary figures inscribed by their authors to Professor Clark. A collection of 198 volumes from the library of Elizabeth Reynard, late of the Barnard College faculty, was presented by Miss Virginia Gildersleeve, and includes English works of the 17th and 18th centuries and continental works of a somewhat earlier date. Mr. Sinclair Hamilton presented a valuable collections of illustrated works including examples of Blake, Gavarni, Lepere, Daumier, etc. Twenty-three volumes were selected for Special Collections from the larger gift (325) of Professor George W. Hibbitt, mainly

English literary works of the 17th and 18th centuries, and 65 from the gift of Professor Marjorie Nicolson(800ca) including some rare English works of the 17th and 18th centuries. Once again Columbia has been the recipient of the current year's production of the Limited Editions Club (12v.), the gift of Mrs. George Macy, and has received the 1961 Fifty Books of the Year from the American Institute of Graphic Arts. The above named represent only a portion of the entire gift of printed materials.

Purchases

Among the notable purchases in printed materials were four incunabula purchased on the Lodge Fund, 10 v. of the 16th and 17th centuries, many of which are editions of the classics, and two groups of works by American authors of the 19th century - Charles Brockden Brown (12) and Julia A. Moore (7).

The deposit collections have been increased by the addition of 9 volumes to the Medical Library Deposit

Cataloging

Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. The number of titles sent for cataloging this year has increased over last year's low figure (1961/62-983; 1962/63-1728) but is still far below previous years (1960/61-3118;1959/60-2004) The actual number of books catalogued in 1962/63, however, is below the figure for the previous year (1961/62-3099; 1962/63-2918) by about 200 volumes. A continued reduction in the rate of cataloging the Seligman Collection (579), a decrease in the number of titles catalogued and returned from the backlog of well over a thousand volumes of Smith and Lodge books in the Cataloging Department (28) and a slowing of the rate of transfer of books from the Science Collection to "B" (93) are factors in this lower figure. No cataloging has been

done of new acquisitions in the Smith Collection for several years. Some 103 titles remain to be processed. The cataloging of periodicals in the Seligman Collection was resumed late this year. To date 25 titles have been sent for processing.

Work continues on the transferring of materials from the Typographic Collection to various other libraries where they will be of more use. Transferred this year were 1002 volumes. 119 volumes were transferred from other collections - "B" (62) Book Arts (28) Epstean (29) to other departments and to duplicate collection.

A total of 2918 volumes were catalogued in 1962/63, of which 1,397 were new acquisitions, and 1,521 were from collections previously received. The collections were decreased by the transfer of 1121 volumes from the Department.

The cataloging of the Historical Map Collection has been suspended during 1962/63.

Work was begun late this year on the print and photograph file. It is being transferred from vertical file cases to manuscript boxes and all likenesses of each person or subject abe being placed in the same folder in an alphabetical arrangement. No count has been made of this material as yet.

Total Recorded Holdings - Printed Materials 6/30/63

The total recorded holdings in printed materials stands at 214,324 as of June 30, 1963, an increase of 1,315 volumes over 1961/62. Of these, approximately 61,570 volumes are uncatalogued or in the process of transfer from other departments (i.e. Science).

B - Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 149 individual manuscripts and 16 new manuscript collections (ca. 25,000 items). The latter includes the Christine Ladd-Franklin Papers (ca.10,000) presented by Miss Helen Hotchkiss; Papers of the Proportional Representation League (ca. 10,000), the gift of the League; English Department Correspondence (128), the gift of the Department;D. Appleton & Co. correspondence with literary figures (52), presented by Miss Mary Appleton; The Herbert Matthews Papers relating to Cuba (250), presanted by Mr. Matthews; The Professional Papers of Richard B. Morris (6 boxes), presented by Professor Morris; The Papers of Roland Rood (100ca.) presented by Mrs. Rood; Correspondence and Papers of John Treat Irving, purchased on the Bancroft Fund and 23 letters and documents by and relating to Admiral David Farragut, the gift of Mrs. Noel J. King. In 1962/63 additions made to manuscript collections,received in previous years, surpassed in number (25,212ca) those recorded for new collections received. Among the collections to which additions have been made are John Jay (ca. 10,600) the gift of Mrs. Dorothy Iselin Pascal, Mrs. John Jay Pierrepont, Mrs. C. H. Crary and through purchase; Randolph S. Bourne (34) the gift of Miss Agnes DeLima; Nicholas Murray Butler (135) the gift of Miss Edith Davidson Harris; General William J. Donovan (ca 5,000), the gift of Mrs. Donovan; John Howard Payne (1500), the gift of the Luquer Family. Mr. W. B. Meloney has added to his previous gifts 300 items relating to Madame Marie Curié and 250 relating to the John Purroy Mitchel Family; Professor Allan Nevins has added several thousand items to the file of his professional correspondence, covering the years 1951-1956; Professor Mark Van Doren

has added 65 items to the Van Doren Papers already deposited here and Mrs. Nina Ferrero Raditsa has added about 1,000 items to the Ferrero Papers.

32 manuscript collections were transferred from Columbiana to Special Collections where access may be had to them for a greater number of hours.

Among the individual manuscripts received were a group of 61 items relating to the colonial and early national periods of the United States, including letters of Thomas Jefferson and Henry Brockholst Livingston, the gift of Mr. and Mrs. Alfred C. Berol; three miniatures, 14th century Italian, attributed to Niccolo da Bologna and 12 manuscript indentures, 1807-1875, the gift of Harry G. Friedman; 20 letters from Thomas McGill to his wife, Rosanna, written during his service in the Union Army, the gift of Professor Helen Hull; A.l.s. from William James to John Dewey, 3 December 1903, the gift of Professor Joseph Blau. Among the manuscripts purchased were a 15th century manuscript of the work of William of Heytesbury which includes also works by Gaetano di Thiene and Ralph Strode (Smith Fund); Giovanni Domenico Cassini's Des Longitudes et Latitudes (late 17th century) (Smith Fund); A diary of the Revolutionary War kept by Jonas Clark, and various letters and documents including some by Noah Webster, Fanny Kemble, etc. The Authors' Manuscript Collection was increased by gifts from Lucien Price.

The Oral History Research Office filed 64 memoirs including those of Judge Joseph A. Cox, Admiral Joseph J. Clark, Dean Harry Carman, Paul O'Dwyer, Professor Joseph Kaplan, John J. Lynch, Admiral James L. Holloway, Dr. Norman Ramsey, Frank E. Hill and the group projects Aviation and Lehmann.

Other materials added to the collections were 61 phonograph records, the gift of Judah A. Joffe; 5 original drawings by John Leech, the

gift of Robert Halsband; 50 additions to the Berlioz Collection including recordings, programs and pictures, the gift of Dean Jacques Barzun; and a gold tooled leather book box, 17th century possibly of Dutch origin, the gift of Harry G. Friedman.

Cataloging

5733 letters and documents were sorted, indexed and filed for 28 collections including Belmont, Nicholas Murray Butler, Kenyon Cox, Brander Matthews, John Jay, Nicolai Berezowsky, Alexander Hamilton, Williard Bartlett, Typographic, Mark Van Doren, Benjamin Cardozo, John Howard Payne, Hector Berlioz, Edmund S. Stedman, Allan Nevins, John W. Burgess, Randolph S. Bourne, John T. Irving and Dramatic Museum. 31 book manuscripts were processed, 15 received in the regular routine from the cataloging Department and 16 processed in Special Collections. As can be seen by the figures (1962/63-5733; 1961/62-5611) the cataloging of manuscripts has increased but very little this year, still reflecting the heavy reader use, especially of manuscripts, which involves the time of all staff members, and, again, the fact that many collections are in process but not finished for statistical count.

Total Recorded Holdings - Manuscripts 6/30/63

The total recorded holdings in manuscript materials stand as follows:

Manuscript Collections - 369
Includes 69 collections transferred from Columbiana, but not collections in other departments of the Libraries.

Book Manuscripts - 4792

Oral History Research Office Memoirs - 723 v.

Masters Essays - 3975 v.

Cuneiform tablets - ca. 500

C - Binding

The problem of book binding and repair in Special Collections is a perenial one with the work which should be done, as always, greatly in excess of funds and staff time which can be allotted for this purpose. Books for commercial binding have been sent this year to Mr. William Steinman and the Maroquin Bindery, both of which organizations have provided superior bindings at reasonable cost. In addition to re-binding, Mr. Steinman has with great skill repaired some of the fine leather bindings.

547 volumes were sent to the commercial binder in 1962/63 (as compared with 585 volumes in 1961/62) of which 94 volumes were Master's Essays. 739 volumes were sent for board portfolio and pamphlet binding. This latter figure is still below normal rate for this type of binding treatment due to the fact that for several months this year the Binding Department was unable to handle any work of this sort for Special Collections.

Of these two groups 459 volumes have been completed and returned to Special Collections, including 94 volumes of Masters Essays. Outstanding as of 6/30/63 are 199 volumes at the commercial binders and 43 volumes sent for processing in the Binding Department.

D - Book Oiling

53 leather bindings were oiled and polished. Most of these were new acquisitions in Special Collections.

EXHIBITIONS
July 1, 1962 - June 30, 1963

GREAT PRINTING THROUGH FIVE CENTURIES.
Butler Library, 3rd Floor. July 2, 1962 - October 10, 1962.

THE AUGUSTAN AGE.
Butler Library, 3rd Floor. October 15, 1962 - January 4, 1963.

MEDIEVAL & RENAISSANCE MANUSCRIPTS. Added to the Columbia collections since publication of the De Ricci Census 1935-1937.
Butler Library, 3rd Floor. January 9, 1963 - March 9, 1963.

THE IRON HORSE, A SENTIMENTAL JOURNEY.
Butler Library, 3rd Floor. March 11, 1963 - June 7, 1963.

COLUMBIA'S FINEST BOOKS AND MANUSCRIPTS.
Butler Library, 3rd Floor. June 15, 1963 -

STATISTICAL REPORTING
Special Collections

You may want to continue the breakdown, and simply use total for Form C.1.

Books

Special Collections has kept detailed statistics of departmental holdings and acquisitions each year and reported the same. However, in the case of printed materials, these statistics have been recorded by the various collections within the department, rather than by type of material. Therefore, (to take an example) there is no overall figure for periodicals in Special Collections. There are periodicals in practically all of the book collections, some in a periodical class number but others scattered through the collections, classed with subject or other related material. I expect a separate count of this (and other similiar) type of material could be made at this point, but the amount of staff time required to examine all of the collections should be taken into consideration if it is contemplated. The same is true of pamphlets (both smaller and larger than 4 pages). They are counted as individual titles not differentiated from hard bound or paper covered books. Newspapers and volumes of prints are in the same category with no separate count.

not now needed

To revise the method of recording acquisitions is entirely possible if taken at this point. To arrive at a base beginning figure for each of several of the categories listed in the first section of the form would be a major project.

Manuscripts

For annual statistics, the count of manuscripts has been taken as follows:

Manuscript collections - counted by collection with an estimate of individual items in each new acquisition

Books manuscripts - Counted by volume

Oral History Memoirs - Counted by volume
(Special Collections classes these memoirs as manuscripts)

Cuneiform tablets - Counted by item

Scrolls - Counted by item

Masters Essays and Doctoral Dissertations - Counted by volume

Manuscript collections are also recorded (for Department purposes) by number of manuscript boxes they occupy - this to indicate the amount of shelving needed to house them. Some have an item count but this is not feasible for very large and unsorted or partly sorted collections.

Other Materials

Probably all Special Collections miscellaneous materials will fit into some stated category on the form except for the astrononical and mathematical instruments and the tools and products of the printing industry (i.e. woodblocks, engravers plates, type, typesetters, printing presses, etc.) The memorabilia in Special Collections are generally associated with a specific collection and included in the count of the same.

Should we include "museum objects" on a holding report such as this?

Excepting the material types discussed at the beginning of this report, a basic count could readily be taken of those materials which do not now have one.

Alice H. Bonnell

Alice H. Bonnell
Assistant Librarian
Special Collections

3/15/63

Statistical Reporting
Columbiana

Books, pamphlets, etc.

Two years ago an attempt was made to obtain a basic figure for the book collection in Columbiana. However, due to the scattered condition of the collection, the figure is probably somewhat inaccurate, and it is hoped that a new count may be made before June 30th which may constitute a basis for further statistical readings. A separate periodical count has not been made but could be, if desired, when this over-all count is taken.

Manuscripts

Some statistics on manuscript holdings were inclu ded in the Annual Report for 1961/62. These will be completed by June 30th. Count of manuscripts has been made as follows:

Letters and documents - by collection
Book manuscripts - by volume
Original drawings - by item

If desired, the count of manuscripts collections could be taken by number of manuscript boxes occupied by each, indicating the linear feet of shelving required to house them.

Vertical File

The vertical file, containing clippings, photographs, pamphlets, etc., forms one of the basic reference tools in Columbiana. For statistical purposes this collection can be divided into two parts - file drawers and letter file boxes; or number of folders in file drawers and letter file boxes. Additions to this collection are by individual item which can be recorded also, although the statistical count would increase only when the file was expanded to a greater number of drawers or boxes. No count has been made but can be done by June 30th.

Picture Collection

This collection, like the vertical file, is a basic reference tool, and is likewise in two parts - framed and unframed pictures, prints, photographs, etc. The unframed pictures, prints, photographs, etc. are filed by subject and are uncounted, though the number must be many hundreds. A count could be made of this separate file but it would be only partially accurate as hundreds of pictures and photographs are scattered through the vertical file. The framed pictures, prints, photgraphs are being counted and a figure will be available by June 30th.

Miscellaneous files

Other types of materials such as diplomas, honorary certificates awarded to Columbia University, Bi-centennial Greetings from other Universities, posters, memorabilia such as cups, medals, academic costume, photographic negatives, etc. are being recorded and counted. Figures will be available by June 30th. It appears that most of these materials will fit into the categories set up on the form and the few extra can be filled in. Perhaps it would be well to have a little more space after "other" in each section for those who have more than one "other."

Alice H. Bonnell
Curator, Columbiana

CIRCULATION

ANNUAL

~~MONTHLY~~ STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections

Alice H Bunnell

DATE: 1962/63

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
Units	1.Signed 2.Shelving	1.Signed 2.Shelving		
Books		9,614		6
Unbound periodic.				
Vertical file				
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Manuscripts		11,927		
Sub Total		21,541		6
Grand TOTAL				

III. INTER & INTRA LIBRARY LOANS	
A. Interlib. Loan service	
B. Local inter. loan service	37
C. Intralib. loan service	1315
D. Photo service	2428
E. Technical service	3133
TOTAL	6913
Attendance Total door count	6289
Attendance Average spot check	
Hours open during ~~month~~ year	2481
Receipts for rental reserves	

For notes and comments use additional sheet

P30(361)2M

CIRCULATION

ANNUAL
~~MONTHLY~~ STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Columbiana

Alice A Bonnell

DATE: 1962/63

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
Units	1.Signed 2.Shelving	1.Signed 2.Shelving		
Books		1035		105
Unbound periodic				
Vertical file		173 folders		
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
manuscripts		42		
Sub Total		1250		105
Grand TOTAL				

III. INTER & INTRA LIBRARY LOANS	
A. Interlib. Loan service	
B. Local inter. loan service	12
C. Intralib. loan service	330
D. Photo service	23
E. Technical service	139
TOTAL	504

Attendance Visitors - 5148	
Total door count Readers - 753	
Attendance Average spot check	
Hours open ~~during month~~ year	1018
Receipts for rental reserves	

For notes and comments use additional sheet

P36(361)2M